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that such programs appear in *Public Libraries* and *Library Journal*.

Miss Black of Ontario stated that their institute programs devoted much space to book selection and to rural problems. The government pays all expenses of conducting these institutes, every library, no matter how small, receiving a government grant of \$250 for this purpose and individual libraries being fined five dollars if they fail to send delegates. All expenses of delegates to library meetings are paid by the government.

Miss Palmer of North Carolina said their three district meetings were held in the fall and the state meeting in the spring.

Miss Fletcher of Vermont said their association received direct aid from the library commission.

In regard to districting the states Miss

Armstrong stated that the Executive board of the Iowa Library Association created the districts, and coöperated with the library commission in promoting the same.

Mr. Goodwin of Texas told of the difficulties of holding state library meetings where distances were so great.

Mr. Peacock of Rhode Island by way of contrast gave their time schedules, under which they hold three meetings each year, working through the state board of education, which pays all expenses.

Mr. Kerr of Kansas gave an outline of their last program, in which "The book" was the central theme.

In closing the discussion Miss Tyler strongly urged affiliation with the A. L. A., and that each state association should coöperate with the A. L. A. in war service.

## LENDING DEPARTMENT ROUND TABLE

The second annual meeting of the Lending Department Round Table was held June 23, with an attendance of about two hundred. Owing to the unavoidable absence of Mr. Chalmers Hadley, Mr. Arthur L. Bailey took the chair.

The first paper, entitled "Prompt service," given by Miss Arabel Martin of Minneapolis, touched briefly on a number of points of present importance to workers in the circulating departments, with the object of rousing discussion on these points.

As the title of her paper indicates, Miss Martin's first plea was for promptness in service—"not a few hours or days after the request has been made but at the time of the demand. The rapidity and promptness with which the work is done can be accomplished only with the organization by which the department is kept in a state of readiness. Prompt service means the minimum of red tape. Leave out some of it in your rules, open more shelves, liberalize the allowance of books and the

time limits, show more books, more personality and less library machinery. . . . Efficient loan desk help costs more money but it is worth it, consequently a good investment if it is more costly. . . . Physical conditions can be much aided by scheduling each assistant to a variety or change of work each day. Oftentimes the proper adjustment of trays or the height of the desk or chair will result in less weariness; proper light adjustment means much. . . . One of the things to be righteously hoped for is the establishment of a sabbatical year by which each librarian is given at least six months every seventh year with pay. This would give a staff daily growing more mature and efficient, but not necessarily older, on account of the natural results of proper rest.

Other topics touched were, rushing reserved books through the bindery; ordering special books on request of patrons; issuing such books before they are cataloged; the use of parcel post; simplified registration; and the issuing and receiving

of books without the borrower's card. Apropos to the latter point, Miss Martin said: "Is it consistent with efficient business principles to refuse to accept books from a person who has returned from one to six without a card? If refused often they must take them to the office, or possibly home, or carry them about on a shopping trip. If he were given a receipt for the books returned and discharged later it is obvious it would be a great accommodation to the borrower and possibly not absolutely disastrous to the loan department. . . . Some of us never issue a book without a card, others issue on a deposit card, the deposit covering the price of the book . . . with a Firm card issued in the name of the firm . . . on special permits. These are all substitutes for a temporary card.

"Is there danger of stimulating the habit of using this kind of card instead of the regular? Evidently there is no real danger in the matter for some when we recall that Sioux City and a few others have dispensed with borrower's cards entirely."

No one from Sioux City being present that method was described by those who had visited Sioux City or had talked with members of the staff of that library and by one librarian who used a similar method in her library.

Among the questions raised were the following:

What receipt has the borrower to show he has returned the book?

Does it not take more of the borrower's time for him to have his application looked up each time a book is charged than it would if he presented a card with the book? In a library system with branches would it not mean much duplication of records or else cause the borrower to wait while his record was being obtained from the central library? Could this method be used where a limited number of books was issued?

Miss Jessie Welles of Toledo read a paper, entitled

#### A FLEXIBLE BOOK COLLECTION

(See p. 237)

There were present a number who had worked as branch librarians, in the stations, in the office of the superintendent of circulation, etc., in libraries where similar systems to those described by Miss Welles were being used who spoke of what an improvement a flexible book collection was over the fixed collections, both for library and patrons.

The question of what is to be done with the "dead wood" which inevitably collects in the main collection was touched, but time was too short to permit a discussion of this problem.

Mr. Arthur L. Bailey was chosen chairman for next year, and the meeting then adjourned.

AGNES F. P. GREER,

Secretary.

## THEOLOGICAL LIBRARIES' ROUND TABLE

The Theological Libraries' Round Table met Saturday afternoon, June 23, with Dr. Frank G. Lewis in the chair. The minutes of the last meeting were read by the secretary, John F. Lyons, and were approved. Messrs. Root, Oko, and Carré were appointed a nominating committee.

After a short discussion on a few matters of business, the report of the committee

on Theological classification was called for. This committee was appointed last year at Asbury Park and consists of Miss Julia Pettee and Messrs. F. G. Lewis, and J. F. Lyons. The report was read by the chairman and was in part as follows:

During the year the committee has made an exhaustive survey of theological classification in the theological libraries of this